

APPENDIX C

RECOMMENDED ORGANIZATION OF A SPILL PREVENTION AND RESPONSE PLAN (SPRP)

1. Cover Sheet
2. Signature Sheet, including signatures from certifying Professional Engineer, facility manager, and overseeing element chief(s). Optional reviewers/signatures could include Environmental Compliance Coordinator and spill plan writers. Some facilities also require a signature from the District Commander.
3. Table of Contents
4. Overview of Facility, including a general description of what the facility is and does. The description should include the name, address, actual location, missions and functions, drainage, and any other information pertinent to the facility with a view to spill response planning, such as climatic considerations that could affect a spill or spill response.
5. Spill Prevention, Control and Countermeasure Plan. This section prescribes Corps and local policies, responsibilities and procedures for the prevention of spills at the facility. This section should include:
 - a. Purpose
 - b. Policy
 - c. Responsibilities (specific) for various individuals involved in the implementation of the plan, include, but are not limited to, the District Commander, Chief of Operations, Environmental Compliance Coordinator, Facility Manager, Person Accountable for Spill Prevention, and Facility Personnel.
 - d. Procedures
 - e. Spill history
 - f. Spill prediction
 - g. Use of appropriate containment (including specific references to specific sites), including consideration of drainage patterns of potential spills in reference to waterways.
 - h. Spill prevention practicality
 - i. Conformance of containment with guidelines
 - j. Inspections and records
 - k. Plan development, filing and maintenance
 - l. Training

- m. Notification procedures
- n. Submission to EPA Administrator statement

6. Spill Contingency Plan. This section prescribes Corps and local policies, responsibilities and procedures for response to spills at the facility. This section should include:

- a. Purpose
- b. Policy
- c. Responsibilities (specific) for various individuals involved in the implementation of the plan, include, but are not limited to, the District Commander, Chief of Operations, Environmental Compliance Coordinator, Facility Manager, Person Accountable for Spill Prevention, and Facility Personnel.
- d. Procedures include steps that will be taken during a spill response action, notification procedures, communications, method of seeking assistance for situations beyond the facility personnel's capabilities, training, plan development, and plan maintenance.

7. Emergency Action Plan

- a. Purpose
- b. Policy
- c. Emergency Procedures
- d. Training

8. Emergency Response Plan

- a. Purpose
- b. Policy
- c. Emergency Procedures
- d. Training

9. The following sections could potentially be placed in a single section (such as an Appendix within the plan) where they would be applicable to all locations and responses:

- a. Facility Spill Response Points of Contact (sometimes known as the "call out list"), including phone numbers
- b. Spill Reporting and Notification List, including regulatory agencies, downstream water users, local emergency response officials, etc.
- c. Hotlines and Emergency Assistance Telephone Numbers